

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-106**

OPEN TO: In-House Candidates Only
TITLE: Chauffeur/Clerk
GRADE: FSN-4 (Rs. 517,374 P.A. to Rs. 930,436 P.A.)
POSITION NO: 80065-034
BASIC WORK WEEK: 48 Hours

OPENING DATE: June 14, 2012
CLOSING DATE: June 27, 2012
AGENCY: USAID
LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for driving the USAID Pakistan vehicles including light armored and fully armored vehicles, as assigned, in accordance with instructions and schedules provided by the USAID GSO Specialist, to provide the following services in support of USAID Pakistan program activities: transports all U.S. Direct Hire (USDH); U.S/Third Country National Personal Services Contractors (US/TCN PSC) ; U.S local hired personnel; Foreign Service National Personal Services Contractor staff (FSNPSC) and official visitors, as/when appropriate, to conduct official business within Islamabad and to points outside the city; transports expendable and non-expendable supplies, documents, equipment and furnishings, as/when necessary. The incumbent serves as the alternate Chauffeur for the USAID/Pakistan Mission Director. Incumbent also serves as a GSO Clerk to assist the daily clerical activities at the General Services and Procurement offices. As needed, the incumbent may be called upon to provide assistance on special occasions and upon request (i.e., VIP visits). In the performance of these duties, the incumbent must rely heavily on his interpersonal skills, his knowledge of the procedures associated with the specific tasks assigned, and the relationships developed in the various Government of Pakistan offices, local companies, and/or governmental international organizations. The incumbent performs daily preventive maintenance and emergency minor repairs, maintains daily trip sheets, and reports all mechanical problems of his assigned vehicle to the Supervisor. The incumbent must strictly adhere to all rules and regulations of USAID Mission, USAID Pakistan and the laws of Pakistan related to performance of official duties. To perform these duties, special training is required and performance is frequently and critically monitored.

QUALIFICATION REQUIRED:

EDUCATION: Successful completion of elementary school required. Completion of Vocational Training or Apprenticeship as an automotive mechanic is also required.

EXPERIENCE: Minimum three years of experience driving a motor vehicle is required. Out of which one year should be with a U.S. Government (USG) Agency or international organization is required. Some clerical working experience in an office environment is also required.

LANGUAGE: Level II (limited) Reading/Writing/Speaking of English and Level IV (fluent) Reading/Speaking/Writing of Urdu is required. This may be tested.

KNOWLEDGE: Incumbent must be very well familiar with Pakistani traffic law. Very good knowledge of the physical boundaries that demarcate the perimeters of the various communities throughout Islamabad and other destination points throughout the country is required.

ABILITIES & SKILLS: Excellent defensive driving and strong interpersonal skills are required. The ability to deal tactfully with passengers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel is required. Excellent driving skills are required to drive in extreme weather and road conditions, listed below but not limited to: heavy rainfall covered roads, rough terrain and dangerous passes on bad and/or narrow, unpaved roads. Must have ability to operate passenger vehicles, vans, light and heavy duty vehicles. Must be in good health condition sufficient for vehicle operation at night and for sustained periods of time. Must have a valid LTV/HTV (Light and Heavy Transport Vehicle) Pakistani driving license. The ability to exercise sound judgment in selecting the most appropriate routes at a given time is required. The ability to complete incident reports accurately is required. Must pass initial and recurrent security trainings for driving in hostile high security risk post. Patience and persistence in interacting with working level employees of Pakistan governmental and non-governmental offices to obtain/retrieve documents is required. Must be able to read the specific forms, follow the manufacturers' operating

manuals for his/her assigned vehicle, understand and transmit, in person and/or over the radio, instructions and/or information) is required. Good skills in computer (MS Office Suites).

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-106) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 27, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.